

CALFRESH (CF) PROGRAM

REQUEST FOR POLICY/REGULATION INTERPRETATION

INSTRUCTIONS: Complete items 1 - 10 on the form. Use a separate form for each policy interpretation request. If additional space is needed, please use the second page. Be sure to identify the additional discussion with the appropriate number and heading. Retain a copy of the CF 24 for your records.

- Questions from counties, including county Quality Control, must be submitted by the county CalFresh Coordinator and may be submitted directly to the CalFresh Policy analyst assigned responsibility for the county, with a copy directed to the appropriate CalFresh Policy unit manager.
- Questions from Administrative Law Judges may be submitted directly to the CalFresh Policy analyst assigned responsibility to the county where the hearing took place, with a copy of the form directed to the appropriate CalFresh Bureau unit manager.

1. RESPONSE NEEDED DUE TO: <input checked="" type="checkbox"/> Policy/Regulation Interpretation <input type="checkbox"/> QC <input type="checkbox"/> Fair Hearing <input checked="" type="checkbox"/> Other:	5. DATE OF REQUEST: 8/24/2016	NEED RESPONSE BY: At your earliest convenience
2. REQUESTOR NAME:	6. COUNTY/ORGANIZATION: Sacramento County	
3. PHONE NO.:	7. SUBJECT: Inter-County Transfer and Telephonic Signature	
4. REGULATION CITE(S):	8. REFERENCES: (Include ACL/ACIN, court cases, etc. in references) NOTE: All requests must have a regulation cite(s) and/or a reference(s). ACIN 1-60-13 SNAP Telephonic Signature Guidance	

9. QUESTION: (INCLUDE SCENARIO IF NEEDED FOR CLARITY):

For those counties that have implemented Telephonic Signature (TS) - what are the required files/documents to provide to receiving Counties when performing an Inter-County Transfer (ICT) when a TS has been captured?

For those counties that at this time are not able to send/receive audio files, what are forms of acceptable documentation?
 Scenario: Sending county has taken a TS, receiving county is not able to receive an audio file. What steps is the sending county required to take in order to accurately transmit the TS documentation/audio file?

What are the requirements and acceptable items to be send/received for counties when an ICT that includes TS is initiated and received between counties under a different computer system - CalWIN, C-IV, LEADER? Examples of acceptable documentation/files to be send/received will be most helpful.

10. REQUESTOR'S PROPOSED ANSWER:

Unfortunately, after research no guidance has been located regarding requirements for ICT when TS has been captured.

11. STATE POLICY RESPONSE (CFPB USE ONLY):

For ICT when the telephonic signature has been captured, transfer of the electronic files is not required. The County Welfare Department (CWD) that captured the CalFresh household member's telephonic signature may maintain the record of that signature, which must be made available for QC review. In addition, the CWD must comply with Federal retention requirements as outlined in 7 CFR 272.1(f) that state: Each State agency (CWD) shall retain all Program records in an orderly fashion for audit and review purposes for no less than 3 years from the month of origin of each record.

FOR CDSS USE

DATE RECEIVED: 8/24/2016	DATE RESPONDED TO COUNTY/ALJ: 8/24/2016 (TJ)
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